



### **Teaching Artist Application**

Name (include artist name if applicable): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Art Discipline(s): \_\_\_\_\_

Languages spoken: \_\_\_\_\_

Preferred methods of instruction: \_\_\_\_\_

Teaching Experience: \_\_\_\_\_

\_\_\_\_\_

Past workshop examples/Booth Activity Ideas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **Please attach resume with one personal/professional reference, along with at least 3 work samples.** Upon completed application submission, Market Coordinator will contact applicant to interview, and/or for Market scheduling requests.

## **Guidelines for Activity Leader/Teaching Artist**

The Downtown Artist Market and Farmers Market is open every Saturday from 9 am -1 pm year round. Each week, the DAFM hosts a Family Arts & Crafts Booth that features free arts and crafts activities for children and families of all ages and sizes. Local Artists are provided a stipend to run the table each Saturday. Activities are fun and great way for youth and families to actively participate in the Market, as well as receive access to arts education, free of charge. Teaching Artist positions at the Market are made possible through vendor fees, as well as funding provided through our grants programs. Teaching Artist participation is contingent upon experience, performance, creativity, and enthusiasm.

Interested Teaching Artists should complete and submit this application and the required accompanying documents. Schedule requests are distributed by quarter (every 3 months) and assigned on a first come/first served, semi-rotating basis. Rotations are established so as to offer each artist a fair amount of opportunity to serve DAFM youth and families. Market Coordinator must be notified of cancellations as soon as possible (preferably no less than 48 hours). Cancellations will be offered to Teaching Artists on a first come, first serve basis. **All Teaching Artists are required to submit their activity ideas, photos, and any supplies requests** (we will do our best to make accommodations within our budget restraints) **a MINIMUM of TWO WEEKS prior to their scheduled Market Saturday.**

### **Market Saturday Logistics**

- All teaching artists must park in the Union Plaza Parking Garage located on San Antonio between Durango & Leon. Your Market Coordinator will provide you with a permit.
- Arrive at the Market by no later than 8:30 am in order to set up the Family Arts & Craft Booth (i.e. table, tent, supplies, chalk a-frame, etc) and create a sample of the craft for the day. Sample should be turned in to Market Coordinator at close of Market Day.
- Family Arts and Crafts Booth should be ready to begin serving Market attendees by 9am.
- Teaching Artists should be prepared to work in a family friendly environment. Absolutely no profanity or smoking.
- If there is any trouble at the table, please immediately contact the Market Coordinator.
- Children participating at the table should have parents nearby.
- All Teaching Artists will be issued an attendance counter or “clicker” to keep track of the amount of participants at the Family Arts & Crafts booth each Saturday. Upon close of the Market, Artists should return the clicker to the Market Coordinator for data collection.
- In the event of low traffic, Teaching Artists are expected to actively and enthusiastically invite and recruit youth and family attendees to participate in the activity.
- All teaching artists are responsible for packing up the Family Arts and Crafts booth upon completion of the Market at 1pm.
  - This includes table/tent teardown, disposal of any leftover scraps or supplies that are not reusable, wiping down of table tops, cleaning of brushes, and return of remaining supplies to their container in a neat organized fashion. Supplies should be stacked up neatly behind Market Information Booth for easy loading.

## **Payment**

Activity Leaders/Teaching Artists must be set up as vendors with the Museums and Cultural Affairs Department (MCAD) in order to receive payment. In order to participate, artists must meet residency requirements.

New Vendor Forms must be filled out and sent to Market Coordinator via e-mail at [veneciavm@elpasotexas.gov](mailto:veneciavm@elpasotexas.gov) and copied (CC'd) to the MCAD Business office for processing at [mcadfinancial@elpasotexas.gov](mailto:mcadfinancial@elpasotexas.gov)

After the artist/activity leader is a registered vendor, the artist/activity leader must send an invoice to MCAD requesting payment after the date of service. **Payment will be processed within 30 days of invoice date.**

The invoice must include the following information:

- Invoice Number (generated by the artist)
- Date of Invoice
- Current Address (Must reflect address on W-9 filed with MCAD)
- The Descriptions of Services on the Invoice must include the following information:
  - Date of Event
  - Description of Activity
  - Amount of Payment (To be determined by Artist Market Coordinator)

**Upon being hired as a Teaching Artist, Market Coordinator will provide artist with New Vendor Forms, additional detailed invoicing instructions, and a sample invoice template.**

**Thank you for your participation and support of the DAFM and MCAD programs! We look forward to working with you in service to El Paso!**